

## Privacy Notice

e-side, inc. (e-side) which has its registered offices at B1F Shiba-Daimon MF Bldg., 2-1-16 Shibadaimon, Minato-ku, Tokyo 105-0012 Japan offers meeting management services and other related services within Japan. This Privacy Notice is issued to inform you of our collection, access, use and process your personal data in the way described below.

### **1. Categories of personal data**

We hereby inform you that we collect, use and process the following categories of your personal data:

- Name
- Address
- Affiliation
- Phone Number
- Email Address

### **2. Legal basis and purpose (As per Article 6(1)(f) GDPR, we hereby inform you that we use your personal data for the purpose of providing you following services:**

- Making meeting registration arrangements
- Making meeting management arrangements
- Making meetings f&b arrangements
- Making other meeting service arrangements
- Responding to your queries

e-side processes your personal data in its interest as well as your interest, so you receive the meeting related services that you have requested and other related services specified above.

### **3. Retention periods**

We keep your personal data as long as there is a statutory or legal requirement to do so or in order to provide the aforementioned services to you. For accounting or auditing purposes we may retain your personal data for a period of time after our direct business dealings have ended.

### **4. Data storage and transfer**

We may share your personal data with third party vendors which may be located outside the EEA and provide event and business process services related to the provision of the services indicated above, for example: printers, venues, and other service providers. Where a company is located outside the EEA, we will arrange adequate safeguards such as Binding Corporate Rules or Standard Contract Clause arrangement or transfer your personal data based on appropriate legal basis.

### **5. Prior consent**

Where we require access to your Personal Data that GDPR considers Sensitive, we will seek separate explicit consent from you prior to obtaining that data.

## **6. Your rights**

As a customer you have a number of rights, among them: the right to request access to your personal data, to have it corrected or deleted, and the right to object to our processing of your personal data. For further information on these rights please refer to our Privacy Policy:

Online link to Privacy Policy: <http://www.e-side.co.jp/en/policy.php>

If you require assistance or further information on how your personal data is used by us, please contact our Data Protection Team via email: [privacy@e-side.co.jp](mailto:privacy@e-side.co.jp)

If you are not completely satisfied with how a personal data request was handled, you may contact your local Data Protection Supervisory Authority.